



When I started my job as the Administrative Assistant / Evidence Technician of the Glasgow Police Department, I was given a brief training period of two days on how to handle the records that would soon flood my desk. I had come to learn that there was not a real good resource to turn to if I really needed it. There were so many questions in my head like, why do we submit reports to the state? How long do we keep these files for? Who should be in the evidence room and why? What can I release and to whom do I release it to? I could call on the person whom I replaced, but what if she wasn't available? I could talk to the Administrative Assistant for the Sheriff's Office, but what if she didn't know the way the "city" handled their information? It is these questions and situations that many of us face when we start new positions anywhere. In the criminal justice area we all deal with very private information about suspects, victims, witnesses, classified informants, financial information, and the list goes on. How do we handle all of this information?

MTLEIRA was founded to help sort through all the confusion and offer a resource to help not only new employees to Law Enforcement records, but also seasoned employees. MTLEIRA is a network of Law Enforcement professionals working together to provide a standard for not just records, but information retention and management. It is this network that will prove to be an invaluable tool to many "information managers".

I would like to thank you for taking the time to be a part of our unlimited pool of resources to Law Enforcement records and information professionals.

Sincerely,

A handwritten signature in blue ink that reads 'Christina Strong'. The signature is written in a cursive, flowing style.

Christina Strong,  
President, MTLEIRA

## About the Association

- Administrative Assistants
- Records Custodians
- Civil Processors
- Evidence Technicians
- Police Officers
- Sheriff's Deputies
- Legal Counsel & Staff
- Corrections
- Command Staff
- Dispatch
- Montana Board of Crime Control (MBCC)
- Criminal Justice Information Services (CJIS)

Together We Can Make a Difference

## Addressing the Facts

**MTLEIRA** welcomes those who work in the arena of records management and the technological advancement of those records. Each and every person within this organization brings experience and resources that can and should be shared. If you're not currently a member of **MTLEIRA**, join now. Get involved! You won't be disappointed.

It is with your membership and support that will afford us the opportunity to offer exceptional and continual training, publications, and research to be provided at our Annual Training & Technology Conferences, website and newsletters.

For more information and application packet please contact the membership committee.

Sheryl Carr  
Great Falls Police  
PO Box 5021  
Great Falls, MT 59403  
406-453-8141  
scar@greatfallsmt.net

Bobbie Protain  
Stillwater County  
Sheriff's Office  
PO Box 729  
Columbus, MT 59019  
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## The Case For



Get  
Connected

**MONTANA  
LAW ENFORCEMENT  
INFORMATION AND  
RECORDS ASSOCIATION**

# Montana Law Enforcement Information and Records Association

## Our Purpose

The Montana Law Enforcement Information and Records Association is being formed to:

- Train and educate records personnel from law enforcement agencies from throughout Montana.
- Establish standardized and effective procedures.
- Promote and advance the profession of law enforcement information and records personnel.
- Effect and maintain liaisons with law enforcement associations on legislation pertaining to issues related to records maintenance, dissemination and confidentiality.
- Advance individual knowledge and techniques by exchanging professional experiences and information related to the fields of information and record management.

## Our Goals

- To associate persons who are actively engaged in the management or supervision of criminal justice records.
- To create an organized body so that the profession in all branches may be standardized and effectively practiced.
- To provide legal updates.
- To create a network of information to provide members with the latest information available.
- To encourage research for the betterment of records keeping.
- To keep its members apprised of the latest changes in record management.
- To provide training on issues of relevance to Criminal Justice personnel and assist them in the discharge of their responsibilities.
- To achieve professionalism.
- To maintain high standards of performance.

**Together We Can Make a Difference—Join MTLEIRA today!**

MTLEIRA is incorporated as a non-profit, public benefit corporation under the laws of the State of Montana.

MTLEIRA welcomes all those who work in the arena of records management and the technological advancement of those records.

MTLEIRA promotes standardization and effective procedures, sharing and exchanging experiences and information technology related to the fields of information and records management.

MTLEIRA seeks to maintain an effective liaison with law enforcement entities and government offices.

MTLEIRA recognizes that each and every person within this organization brings experience and resources that can and should be shared.

MTLEIRA is dedicated to the advancement of knowledge through sharing and exchange of professional experiences.



# Montana Law Enforcement Information and Records Association (MTLEIRA)

2009 Annual Invoice

Application for Membership into the MTLEIRA

MAIL FORM WITH PAYMENT TO:

MTLEIRA  
Bobbie Protain - Interim Treasurer  
Stillwater County Sheriff's Office  
PO Box 729  
Columbus, MT 59019

( ) Renewal

( ) Check this box if your agency is joining MTLEIRA for the first time

Agency \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

ACTIVE and ASSOCIATE MEMBERSHIP: Each Montana Law Enforcement Agency MUST HAVE ONE Active Member who serves as the voting member for that Agency; all additional employees of that agency are Associate Members. (Any employee may join on their own by making personal payment and application to MTLEIRA, with approval from their agency.)

CHECK "NEW" BOX IF THIS IS THE FIRST TIME THIS PERSON HAS BEEN A MEMBER OF MTLEIRA.

Name of Member	New	Active \$50	Associate \$25	E-mail Address

**TOTAL AMOUNT DUE FOR AGENCY:** \_\_\_\_\_

Agency's Approval: \_\_\_\_\_

MTLEIRA's TAX ID number is **32-0276057**